

# Code of Conduct for the Division of Libraries, Archives, & Museums

## INTRODUCTION

The Library, Archives and Museum (LAM) seeks to provide a respectful, safe and secure environment for all users. This general Code of Conduct applies to the Division and its facilities. Visitors must comply with all LAM policies in addition to the State of Alaska's Conduct on State Property Policy, all are available upon request.

## CELLULAR PHONES & ELECTRONIC DEVICES

As a courtesy, please silence cell phone and electronic device sounds before entering the Museum, Library, and Research Center and during presentations. Speak softly and take all phone calls outside or to the atrium on the first floor.

## PHOTOGRAPHY

You may take photos of collections, exhibits, and the building for personal use only. Refrain from photographing visitors and staff without permission. Commercial photography and filming within the facility requires written permission. Please inquire about taking photographs in the reading room, research center, and museum.

## CHILDREN

Parents are responsible for their children.

## FOOD AND DRINK

Please limit food and drink to the café, atrium, and classroom. Lidded drinks are permitted in the lecture hall, and reading room.

## SKATEBOARDS

Use of skateboards, scooters, inline skates, and roller skates is prohibited inside the facility and on all entry ramps, stairs, plazas, driveways, and parking areas.

## ALCOHOLIC BEVERAGES, MARIJUANA, & RECREATIONAL DRUGS

Alcoholic beverages, marijuana, and other drugs will not be consumed on the property. Patrons that appear under the influence will be asked to leave. Rainforest Recovery or 911 will be called if deemed necessary.

## SMOKING & OTHER NICOTINE PRODUCTS

Use of tobacco, chew, and other nicotine products are prohibited in the facility and within 25 feet of any entrance. Please use designated receptacles for disposal.

## DISRUPTIVE BEHAVIOR

Please respect others by not engaging in disruptive behavior. Staff or security will ask you to leave.

Examples of disruptive behavior:

- Threatening or intimidating behaviors, e.g. abusive language, harassment, threats of violence, staring, or physical actions such as running or throwing things.
- Disruptive noises, including loud talking, audible electronic devices.
- Sexual activities such as unwanted or inappropriate advances or touching, harassment, indecent exposure, or inappropriate public display of affection.
- Strong fragrances or odors.
- Absence of clothing and footwear.
- Defacing, misusing, damaging, or stealing materials and property.

## RESTROOMS

Restrooms are provided solely for toilet use and washing hands.

## SLEEPING, CAMPING, PANHANDLING

Sleeping, camping, and panhandling are prohibited on the premises.

## COMMERCIAL USE

Vending, marketing or distribution of materials is prohibited.

## POLITICAL DEMONSTRATIONS

Political activities are prohibited; passing out literature, holding campaign events. Picketing, petitions, and demonstrations shall be approved for designated areas away from entry and parking areas. No political activity may be done on election days.

## POLICY INTERPRETATION & CONSEQUENCES

Interpretation of this Code of Conduct is at the discretion of staff and security.

Consequences for inappropriate behavior range from a verbal warning to denial of access and privileges. Consequences depend on the severity and frequency of the behavior.

Individuals may be banned from the premises with a no trespass. Legal action may be taken in accordance with applicable federal, state, or city laws.

### REPORTING CONDUCT VIOLATIONS

Report problems to staff, security, or the  
Building Management Hotline (907) 465-1019.